



United States Department of Agriculture
Marketing and Regulatory Programs
Agricultural Marketing Service
Livestock and Seed Program

MGC Instruction 433
February 24, 2010
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Meat Grading & Certification Branch

**Reimbursement of Monthly Service Fees
for High-Speed Internet Connections**

Purpose

This Instruction sets forth procedures for the reimbursement of high-speed internet connections for Management Personnel performing official business when their residence is their Official Duty Station.

Policy

Employees are responsible for obtaining the high-speed internet connection service and paying for the installation and the monthly service fee. Reimbursement will be made to the employee for the monthly service fee after the expense has been incurred. Eligible employees will be reimbursed for fifty percent of the monthly service fee. Installation fees are not reimbursable.

The Meat Grading and Certification (MGC) Branch Chief will determine the necessity for high-speed internet connection service on a case-by-case basis. Employees must obtain a written statement from the MGC Branch Chief authorizing reimbursement for a high-speed internet connection for the fiscal year before seeking compensation.

This policy complies with Livestock and Seed Program Instruction 3300-1, Authorizing High-Speed Internet Connection, and with [Agricultural Marketing Service Directive 3130.10, Connecting Field Offices to the AMS Network](#).

Reimbursement Procedures

Employees may submit a reimbursement request twice each year for the previous six month's expenses. Reimbursement requests must be submitted to the MGC Branch Office by April 30 (for October through March) and by October 31 (for April through September).

Employees seeking reimbursement must submit a High-Speed Internet Connection Reimbursement form (Exhibit A), copies of the monthly billing statements, a copy of the written authorization from the MGC Branch Chief to substantiate the need for a high-speed internet connection for that fiscal year, and a Claim for Reimbursement for Expenditures on Official Business (SF-1164) form (Exhibit B) to the MGC Branch Office.

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APPLICANT CHARGES

This certificate is receivable by all officers and all courts of the United States as prima facie evidence of the truth of the statements therein contained. (This certificate does not excuse failure to comply with any of the regulatory laws enforced by the U.S. Department of Agriculture.) The conduct of all services and the licensing of grading personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, or national origin.



WEEK BEGINNING DATE

MONTH DAY CY

DOCUMENT NO:

NAME, CITY, STATE

APPLICANT NUMBER

4 4

1	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL	
	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT
BASE																
PREMIUM																
HOLIDAY																
LAB FEE	\$		\$		\$		\$		\$		\$		\$		\$	
PER DIEM	\$		\$		\$		\$		\$		\$		\$		\$	
MILES																
TOTAL	\$		\$		\$		\$		\$		\$		\$		\$	
EQC. CODE			<input type="checkbox"/>	COMMITMENT	<input type="checkbox"/>	NONCOMMITMENT	SIGNATURE									

2	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL	
1	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT
BASE																
PREMIUM																
HOLIDAY																
LAB FEE	\$		\$		\$		\$		\$		\$		\$		\$	
PER DIEM	\$		\$		\$		\$		\$		\$		\$		\$	
MILES																
TOTAL	\$		\$		\$		\$		\$		\$		\$		\$	
EQC. CODE			<input type="checkbox"/>	COMMITMENT	<input type="checkbox"/>	NONCOMMITMENT	SIGNATURE									

3	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL	
1	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT
BASE																
PREMIUM																
HOLIDAY																
LAB FEE	\$		\$		\$		\$		\$		\$		\$		\$	
PER DIEM	\$		\$		\$		\$		\$		\$		\$		\$	
MILES																
TOTAL	\$		\$		\$		\$		\$		\$		\$		\$	
EQC. CODE			<input type="checkbox"/>	COMMITMENT	<input type="checkbox"/>	NONCOMMITMENT	SIGNATURE									

4	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL	
1	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT
BASE																
PREMIUM																
HOLIDAY																
LAB FEE	\$		\$		\$		\$		\$		\$		\$		\$	
PER DIEM	\$		\$		\$		\$		\$		\$		\$		\$	
MILES																
TOTAL	\$		\$		\$		\$		\$		\$		\$		\$	
EQC. CODE			<input type="checkbox"/>	COMMITMENT	<input type="checkbox"/>	NONCOMMITMENT	SIGNATURE									

5	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL	
1	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT
BASE																
PREMIUM																
HOLIDAY																
LAB FEE	\$		\$		\$		\$		\$		\$		\$		\$	
PER DIEM	\$		\$		\$		\$		\$		\$		\$		\$	
MILES																
TOTAL	\$		\$		\$		\$		\$		\$		\$		\$	
EQC. CODE			<input type="checkbox"/>	COMMITMENT	<input type="checkbox"/>	NONCOMMITMENT	SIGNATURE									